

Motor Equipment

Policies

Motor equipment owned, rented, or leased by the U.S. Government may be used, for official purposes only, by employees of LANL, its contractors, or subcontractors. "Official purposes" are those required to carry out authorized programs as determined by line managers.

"Motor equipment" refers to any equipment that is self-propelled or drawn by mechanical means. "Motor vehicles" is the subset of motor equipment that is designed to be operated principally on roadways for the transportation of property or passengers. "Other motor equipment" is the remainder, including but not limited to:

- construction equipment
- forklifts
- motorized carts
- watercraft

Transportation of an employee between his or her residence and work site may be authorized by DOE/LAAO only as an exceptional action, not as a routine occurrence.

Note: As per federal regulations, employees or contract workers found in violation of this policy are subject to penalties ranging from a minimum one-month suspension without pay to termination of employment and possible criminal prosecution.

Cross-references:
41 CFR 101-38.3
41 CFR 109-38.54

All government motor equipment will be protected and preserved. Systems will be established by which equipment receives preventive maintenance according to manufacturers' specifications, unless exempted by the Vehicle Advisory Team due to unusual patterns of use.

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Responsibilities

General Services Administration

Most of the motor vehicles at the Laboratory are owned and operated by the General Services Administration Fleet Management Center (GSAFMC) of Los Alamos. Vehicles from this fleet are assigned to the Laboratory, JCI, and the DOE.

Additional motor equipment is owned by the DOE.

Vehicle Advisory Team

The Lab-wide Vehicle Advisory Team (VAT) advises Property Management (PM) on implementation of motor equipment policies and procedures and reviews them regularly for needed improvements. It is responsible for ensuring maximum use of motor equipment through acquisition and usage review, recall, and reassignment.

Fleet Management Section

The Fleet Management Section (FMS) of PM has the primary responsibility for management of Laboratory-assigned motor vehicles. In addition to serving as the LANL authority on motor equipment management, it is responsible for:

- interaction with property administrators
- motor equipment acquisition
- motor equipment assignment
- motor equipment records
- certification of GSA billings
- preparation of motor equipment reports
- identification of cost-saving opportunities
- safeguarding the titles to LANL's DOE-owned vehicles

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Property Administrators

The property administrator (PA) oversees all motor equipment matters for his or her organization. This responsibility includes:

- oversight of the organization's motor equipment mileage tracking and sign-out system (trip log, as applicable)
- knowing the location or operator of each motor vehicle at all times
- distributing and reviewing motor equipment forms and reports
- ensuring that motor equipment is returned for maintenance in a timely manner
- notifying the FMS if motor vehicles no longer are needed
- informing management of unprotected or exposed equipment
- keeping motor equipment forms, reports, trip logs as applicable) and other records on file as required by FMS, the VAT, and line management
- serving as the primary point of contact concerning motor equipment within his or her domain

Operators

Anyone operating a government motor vehicle must:

- be 18 or older
- have a valid United States driver's license and Department of Transportation (DOT) certifications suitable for the type of vehicle and cargo

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- complete the trip log, as applicable, every time the vehicle leaves its assigned location
- use the vehicle for official, authorized work only
- follow all traffic laws, including those concerning speed limits and seat-belt usage
- avoid picking up hitchhikers or otherwise transporting people not doing official work
- refrain from smoking
- report all accidents or mechanical problems as specified in this chapter
- never leave the vehicle running while unattended
- return the vehicle as soon as it is no longer needed
- lock the vehicle when leaving it

The operator must treat the vehicle with the best possible care. This includes:

- delivering the vehicle for preventive maintenance promptly upon notification that it is due
- checking before each trip for any leaks, damage, or mechanical problems, and reporting them to the PA immediately
- if the first driver of the vehicle that day, ensuring that the following are checked and corrected:
 - oil level
 - coolant level
 - battery fluid
 - cleanliness of windows, mirrors, and head- and tail lights

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In addition, as required by 41 CFR 109-38.1350, the operator must take the following actions to reduce fuel consumption:

- Avoid idling engine for long periods of time (for cars, minivans, or pickup trucks, turn off the engine if the vehicle is to be parked for 30 seconds or more)
- Reduce vehicle use to as little as possible (use the LANL taxi whenever possible, combine trips, share vehicles, etc.)
- Use only the most practical vehicle for the job
- Maintain tire pressure to the tire manufacturer's recommendations (pressure should be checked by the first driver of the week)

Motor Vehicle Procedures

Acquisition

GSA

With instructions from the VAT, the FMS assigns and recalls GSA vehicles to and from Laboratory organizations so as to maximize usage of government vehicles.

Additional GSA vehicles may be requested via Form 206D, Request for Additional Vehicles (see Appendix). The requester gets the form from the PA, completes it, and returns it for review. The PA then obtains approval signatures from the line manager and division director and forwards the form to the FMS. The FMS presents the request to the VAT, which approves or disapproves it according to the VAT's standard criteria. If the request would

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place LANL in violation of the vehicle count ceiling set by DOE, the request must be submitted to DOE/LAAO for eventual review by DOE Headquarters (DOE/HQ) in Washington, D.C.

If the request is not approved, the FMS provides a written explanation to the requester.

Additional vehicles may be leased from GSA to serve temporary needs for up to 60 days. Requesters interested in doing so must contact the FMS for assistance.

DOE

DOE vehicles are requested and acquired through normal procurement procedures, with one exception. Procurement forwards the Purchase Request (see Appendix) to the FMS, which in turn sends it to DOE/LAAO for review with its recommendations. No purchase can be completed without DOE/HQ approval.

Vehicles are received like any other property items according to LANL policy and procedures (see Chapter II, "Acquisition"). A copy of the Receiving Report or Certification of Government-Furnished Equipment (see Appendix) is forwarded by the FMS to the JCI Support Fleet Maintenance Operation.

All DOE vehicles must bear license plates designating them as DOE-owned ("E plates") from JCI. JCI cannot issue a plate until it has received its copy of the receiving documentation. It maintains a record of tags issued, reassigned, destroyed, or voided, specifying the vehicles to which tags are assigned. Until they are issued, tags are stored in a locked repository to which only a custodian and designee authorized by JCI management in writing have the key or combination. A spare set of keys to each DOE vehicle is kept by JCI.

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Sub-leasing/ Lending

Sub-leasing of GSA vehicles by one Laboratory organization to another is not allowed. A vehicle leased by one organization cannot be used by another organization with the condition that the costs will be charged back to the user's cost center or program.

Lending vehicles among Laboratory organizations is allowed. If the loan period exceeds one month, the vehicle must be transferred from one organization to the other with the understanding that such vehicles will be transferred back at the lending organization's request. The FMS assists with all transfers. (The one-month limit does not apply to the pooling of vehicles among organizations.)

Special Equipment

GSA

Only the GSAFMC may approve the installation of equipment on GSA vehicles. An organization needing special equipment requests the installation via a memorandum written by the requester or PA, signed by the line manager, and sent to the FMS. If the FMS approves the request, it forwards the memo to the GSAFMC. The equipment may not be installed until authorization is received from the GSAFMC.

DOE

The same method is used for DOE-owned vehicles, except that the FMS forwards the request to DOE/LAAO for approval.

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Taking Vehicles to Residences

Policy

A LANL worker may not use a government vehicle to drive between his or her work site and residence unless:

- he or she is an on-call emergency response worker using an emergency response vehicle (see "Emergency Response Vehicles" below)
- the worker is required by the line manager without prior notice to work beyond normal working hours and has no other means of getting home
- taking the vehicle home will save the Laboratory money because

— work requirements demand that the operator make an early morning departure on an official trip

and

— a significant savings in travel time will result from overnight assignment of the vehicle

- an emergency exists at the residence that threatens life or property, such as a fire or critical illness, and no private vehicle is available

In addition to completing a Form AL 564, Government Vehicle Work-To-Home Approval (see Appendix), the operator must fill out the vehicle's trip log , if applicable, for each trip. The Form 564 must include the justification for the home transport and the names of any passengers. The form must be kept in the vehicle's glove compartment until it expires or no longer is needed.

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Non-emergency Procedures

Before the vehicle is driven home, the operator must obtain an approved Form AL 564. The operator contacts the PA for a form as soon as the need is known, completes it, and has it signed by the line manager. The operator or PA forwards the form to the FMS for review and approval. In the absence of the FMS, BUS-6 Management can approve the Form 564. Approved forms are returned by the FMS to the PA, who gives the original to the operator and keeps a copy. PAs are notified promptly by the FMS if the form is disapproved.

The Form 564 is good up to a year for emergency response vehicles, and may be renewed annually. In all other cases the form should be dated to expire at the end of the trip.

Emergency Procedures

The operator must complete and forward a Form 564 as soon as he or she knows the vehicle is needed, or within 24 hours in the case of life- or property-loss emergencies. The form goes to the PA, who makes a copy for the property center and forwards the original to the FMS. The FMS retains the original for three years.

41 CFR 109-38.5406

Fuel

Whenever possible, fuel should be obtained at the Laboratory pumps using the pump key attached to each vehicle's key ring. If a vehicle must be refueled off-site due to official travel, the Laboratory Travel Office will reimburse charges made to an organizational credit card. That office should be contacted for instructions prior to travel.

Also, the Los Alamos office of the GSA may supply a GSA credit card to operators of GSA vehicles. These cards may be used only at service stations

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listed in the Government Vehicle Operator's Guide to Service Stations for Gasoline, Oil and Lubrication found in the glove boxes of GSA vehicles.

GSA credit cards must be safeguarded at all times, and are not to be left in unattended vehicles. The loss or theft of a GSA card is to be reported to the GSAFMC immediately, and a written explanation of the circumstances surrounding the loss sent to the GSAFMC within 24 hours of the notification.

Note: LANL "Purchase Cards" may not be used to purchase fuel for GSA vehicles.

The operator must use self-service pumps unless prevented from doing so by a disability or unable to find a station that will honor the government card for self-service.

Maintenance

GSA

The GSA notifies the PA when an vehicle is scheduled for routine maintenance. The PA is responsible for sending the vehicle to the GSAFMC. If vehicles are not brought in as scheduled, the GSA sends to the PA a Form 3478S, Notice of Overdue Inspection, a copy of which goes to the FMS.

DOE

When JCI issues an "E" plate, it enters the vehicle into its maintenance tracking system, which indicates, at minimum:

- vehicle type
- make, manufacturer, and model
- property number
- license plate number
- custodial organization's name and cost center
- manufacturer's recommended schedule for all regular maintenance, including mileage and time period standards

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The system automatically prints a notification each time the vehicle is due for maintenance according to time or mileage standards, whichever comes first. JCI sends the notification to the PA of the custodial organization. If the vehicle is not brought in within 30 days, the system prints a second notification, a copy of which is sent to the FMS. If it is not brought in after 60 days, JCI contacts the FMS, which may authorize JCI in writing to retrieve the vehicle.

Accident Reports

If an accident occurs, the operator must immediately notify each of the following in order, either by telephone or in person:

- local law enforcement (police, sheriff, highway patrol)
- the GSAFMC if a GSA vehicle is involved
- his or her line manager
- the FMS

In addition, the vehicle operator (or the PA, if the operator is injured) must obtain and record information pertaining to the accident on a GSA form SF-91, Motor Vehicle Accident Report (see Appendix). Copies of the form are in every government vehicle.

For GSA vehicles, completed forms must be sent to the GSAFMC within five working days, which sends copies to the FMS. For DOE vehicles, the forms are sent directly to the FMS. The FMS forwards copies of all reports to DOE/LAAO.

Breakdowns

When a government vehicle breaks down, the operator should consult the pamphlet titled "Vehicle Operator's Manual" found in the vehicle's glove compartment for actions to take.

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License Plate Loss

Anyone noticing that a front or rear license plate is missing from a government vehicle, or is significantly damaged, must notify the PA immediately. The PA contacts as soon as possible:

- the GSAFMC if it is a GSA plate
- the FMS
- Operational Security and Safeguards
- the Los Alamos Police Department

The PA must write an explanation of the circumstances surrounding the missing plate and send it to the GSAFMC, if it is a GSA plate, or the FMS if a DOE plate, within 24 hours of the notification.

GSA or the FMS will arrange for replacement of the tag as soon as possible. Permission from DOE/AL is required to replace "E" plates.

41 CFR 109-38.305-51

The PA checks the license plates on all organizational vehicles during the biennial capital equipment inventory.

Monthly Reports

PAs in organizations with GSA vehicles receive monthly from the GSAFMC in Fort Worth, Texas, a Form 494, Monthly Motor Vehicle Use Record (see Appendix). The organization must designate for the PA individuals who will be responsible for reviewing the record. The PA must promptly distribute the form to those individuals and ensure that each:

- reviews the form for accuracy
- records each assigned GSA vehicle's odometer reading
- records mileage totals
- marks any corrections in red
- signs the form

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- provides a copy to the PA
- returns the original to the GSAFMC by the due date on the back of the form

Billings

The PM Group Leader certifies and approves payments for the monthly GSA billings for vehicle use. A copy of each organization's bill is sent to the appropriate line manager, who should, using a designee if desired:

- verify the listed vehicle assignments and the information listed for each vehicle
- compare the odometer readings on his or her Form 494s with the billing's costs and GSA billing rates
- mark any corrections in red, sign the form, and return it to the FMS

The FMS notifies GSA of any needed corrections.

Use Objectives

To ensure maximum use of government vehicles, LANL has established use objectives based upon three categories of vehicles: emergency response, non-discretionary, and discretionary. With input from the FMS and VAT representatives, Laboratory organizations categorize all of their vehicles. The VAT reviews vehicle categories semi-annually; it reviews vehicle use objectives annually. If a Laboratory organization disagrees with a category assigned to a vehicle, it can appeal to the VAT. The decision of the VAT is final.

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If the FMS determines a vehicle is not meeting its use objective, the FMS asks the user organization to justify its retention of the vehicle. If the FMS and VAT determine that retention is not justified, they require:

- if a GSA vehicle, that the vehicle be released for redeployment at the Lab or, if unneeded, be returned to the GSAFMC
- if a DOE vehicle, that another LANL owner be found, or the vehicle be declared excess (see Chapter XIV, "Excess Property")

Explanations of the three categories and their use objectives follow. More detailed examples are available from the FMS.

41 CFR 109-38.50

Emergency Response Vehicles

Emergency response vehicles are those primarily used as initial-response vehicles in life- or property-threatening events. Examples include:

- fire trucks
- police cars
- ambulances
- vehicles used for transportation of hazardous materials cleanup crews and their equipment

Vehicles for emergencies that are not life- or property-threatening are not included. An example is a vehicle used to respond to disruptions in telephone or data communications.

A usage standard is not called for by federal regulations and is not appropriate for vehicles meeting these criteria.

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Non-discretionary Vehicles

Non-discretionary vehicles are required by an organization to perform its primary mission. These vehicles are integral tools for the employees using them. If the vehicles were unavailable, employees would be unable to perform their primary job functions. Examples include vehicles:

- used primarily for field work
- employed exclusively to move equipment and materials among sites
- used to go to sites where personal, commercially rented, or JCI taxi vehicles are not allowed
- modified for special single-purpose uses, such as for carrying high explosives

The use objective for this category is a minimum of six trips per day or 250 miles per month. Maintaining trip logs (see below) is optional; however, an organization may lose a non-discretionary vehicle if its mileage usage is insufficient. If an organization chooses not to maintain a trip log, the mileage criteria will be the only measure of use and the only means to justify retaining the vehicle.

Discretionary Vehicles

Discretionary vehicles are those not critical to the performance of Lab functions: though the absence of the vehicle might make a job more difficult, the job would not be impossible. Vehicle use could be delayed, or alternatives such as a JCI taxi or a bicycle could be used, without significantly impairing job performance. Any vehicle that does not meet the criteria for either an emergency response or a non-discretionary vehicle is categorized as a discretionary vehicle. The use objective for this category is a minimum of 250 miles per month. Maintaining trip logs (see below) is optional.

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Trip Logs

PAs are responsible for working with organizational management to establish systems for signing out vehicles and tracking mileage. A "trip" is defined as each leg of the distance to a user's destination. For example, driving a vehicle from point A to point B to point C and back to point A equals four trips. At minimum, the operator will be required to provide on the Trip Log (see Appendix) the following information every time the vehicle is driven from its assigned location:

- vehicle license number and type (car, van, etc.)
- name and Z number
- date
- destination(s)
- trailer license number, if any
- sign-out time
- number of trips, upon returning
- sign-in time, upon returning
- final odometer reading, upon returning

In addition, the operator must check all boxes that apply to indicate if:

- the vehicle, alone or with a trailer, constituted a "commercial motor vehicle" (weighed a total of 10,001 pounds or more minus cargo)
- no public roads were used
- any hazardous substances or materials were transported
- a Department of Transportation placard was required due to the cargo type and size

PAs must provide to operators a notification listing the operators' responsibilities (see above).

Replacement of Vehicles

Policy

A government vehicle should be used as long as:

- it is needed
- it can be operated safely and dependably without excessive repair and maintenance costs
- repair parts are readily available

Vehicles may not be replaced prior to the age and mileage standards listed in 41 CFR 101-38.402 unless wrecked or damaged beyond economical repair (generally, unless the estimated cost of a single-time repair exceeds 25% of the estimated current market value).

Repairs of vehicles scheduled for replacement within 12 months should be limited to those repairs necessary to ensure safe operation.

ALPMI 109-38.502-50
41 CFR 101-38.4
41 CFR 109-38.9

Procedures

Replacement Standards

See 41 CFR 101-38.402.

Disposal

GSA

When a GSA vehicle is approaching or has reached its replacement standard and is eligible for disposal, the GSAFMC notifies the vehicle's custodial organization in writing. The notification asks the organization what type of replacement it would like, if

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any. If the organization does not respond by the date specified in the letter, GSA orders a similar model to replace it. However, a vehicle is replaced only if sufficient funds are available.

DOE

When a DOE vehicle has reached its replacement standard, JCI notifies the FMS in writing, noting whether or not the vehicle is in good working condition and parts are readily available. If not, the FMS notifies the custodial organization in writing that the vehicle must be released as excess property without internal screening (see Chapter XIV, "Excess Property"). The FMS will work with the organization to acquire a replacement before the vehicle must be released.

If the vehicle still is usable, the FMS provides the custodial organization with the option of keeping the vehicle. The organization must either request replacement or:

- explain why the vehicle should be retained
- certify that it is in good working condition

The FMS form must be signed by the PA and line manager and returned to the FMS within 10 working days. The form then is forwarded to DOE/LAAO for approval along with the JCI documentation.

If the DOE approves retention, the FMS retains the original form and forwards copies to JCI and the appropriate PA, PS, and line manager. JCI adjusts its records to show a new replacement standard of an additional two years or 50% of the initial mileage standard, whichever comes first.

The justification procedure may be repeated until the vehicle no longer meets the criteria for retention.

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If retention is not approved, the FMS notifies the line manager in writing and attempts to arrange replacement before the vehicle is excessed.

Other Motor Equipment

Policy

Other motor equipment must be protected as best as possible from theft or damage, including weather damage, and given regular preventive maintenance. Adjustments to this policy and its procedures due to unusual use patterns may be requested in writing by line managers and approved by the VAT.

Use objectives and minimum replacement standards must be determined by PM for each type of other motor equipment and approved by DOE/LAAO.

Procedures

The procedures for the acquisition, use, tracking, replacement, and disposal of other motor equipment is the same as for all other Government property. Items subject to licensing are handled like DOE-owned motor vehicles.

Use Objectives

The following monthly use objectives apply to property-numbered other motor equipment:

- Forklifts used for warehouse and storage services — 10 hours
- Forklifts used exclusively for experiments and research — 5 hours
- All other items — 5 hours

Use of other motor equipment is recorded on a "Use Log" instead of a "Trip Log" (see Appendix). Each operator is responsible for maintaining the Use Log assigned to an item, in addition to following the

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applicable guidelines found under "Operator" beginning on page XII-6. The custodian for each item is responsible for sending completed Use Logs to the FMS monthly.

Preventive Maintenance

The custodian is responsible for ensuring that other motor equipment items receive the preventive maintenance recommended by their manufacturers at the recommended frequencies.

The custodian should keep a file of all documents provided on each item by its manufacturer. He or she also must maintain a record for each item which includes, at minimum:

- property number and nomenclature (e.g. forklift, cart, etc.)
- types of maintenance recommended by the manufacturer
- frequency recommended for each type
- special training or certification the person doing each type must have, if any
- a log of the dates each type of maintenance is done and the persons or organizations who do it

PM reviews maintenance records for compliance during its biennial utilization reviews.

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Replacement Standards

The replacement standards for other motor equipment are based on the standard service lives in years listed in DOE Order 2200.6A, as follows:

Boats — 10
Concrete mixers and pavers — 10
Cranes, mobile — 15
Excavating machinery — 10
Forklifts/loaders — 5
Monorail systems — 20
Mowers, riding — 5
Railroad cars — 20
Railroad locomotives — 25
Railroad car movers/pullers — 20
Road machinery — 10
Scooters/carts — 6
Tractors — 10
Trucks & tractors, industrial — 10